

GENERAL ORDERS, }

No. 13.

HEADQUARTERS OF THE ARMY,
ADJUTANT GENERAL'S OFFICE,
Washington, February 11, 1862.

The enormous waste, by the officers to whose care they are sent, of the blank forms issued from this office, calls for some prompt correction. With this view, the following regulations have been adopted, and will be strictly enforced :

I.--Hereafter all requisitions for books or blanks, supplied from this office, must be addressed, through Regimental and Brigade Headquarters in each Division, to the Assistant Adjutant General at Division Headquarters, who will, himself, from time to time, make general requisitions on this office for the supply of his Division.

II.--Every commanding officer of a Company will, henceforth, keep a regular account of all books and blanks received and expended by him for the use of his Company, and make a quarterly return of the same to the Adjutant of his Regiment. These returns will be consolidated with those of the Regimental Headquarters, and forwarded in this shape by the Adjutant, through Brigade Headquarters, to those of the Division. The Assistant Adjutant General at Division Headquarters will make similar returns to this office of the books and blanks received by him for distribution to his Division.

III.--Where troops are not brigaded, as sometimes happens with the Cavalry and Artillery, requisitions for books and blanks will be made upon the chiefs of their respective arms in the Army to which they are attached, and returns of the same will be made to these officers as though to Division Headquarters ; and the Chiefs of Cavalry and Artillery, in such cases, will make requisitions for the books and blanks needed for their commands, and make returns of the same to this office, as prescribed in paragraph II of this order.

IV.--The above regulations are meant to apply to regulars as well as to volunteers.

V.--Officers on the Recruiting Service, whether of the regular army or the volunteers, will make requisitions for, and quarterly returns of, the books and blanks required by them, on and to their respective Superintendents ; and the latter will be governed, in their turn, by what is laid down in paragraph III for the Chiefs of Cavalry and Artillery.

VI..For the regiments of volunteers, organizing or organized, in the several States, and which are still under the direction of their Governors, application must be made to the Adjutant Generals of the States, respectively, and the latter will be supplied from this office on proper requisitions made by them, specifying the number of each kind wanted, and the number of each actually on hand. Quarterly returns must, in such case, also be made to this office, showing the number of each kind of book and blank on hand at date of last return rendered; the number of each kind since received, and the number issued to each regiment, with date of issue. And when the regiments are ordered out of the State, a statement of all the books and blanks distributed to each should be forwarded, by the Adjutant General of the State, to the Headquarters of the Army to which the regiment is ordered, for file at the Headquarters of the Division to which it is assigned.

VII..To each regiment will be allowed the following books, viz :

35 Regulations ;	30 Target Practice ;
35 Tactics ;	35 Outpost Duty.
30 Bayonet Exercise ;	

VIII..The following will be considered a six-months' supply of blanks and blank books for a regiment: 1 Guard Report Book; 1 Consolidated Morning Report Book; 10 Company Morning Report Books; 100 Consolidated Morning Reports; 2 Lists of Rolls, Returns, &c., to be made out by Company Commanders; 6 Field and Staff Muster Rolls; 18 Field and Staff Muster and Pay Rolls; 6 Muster Rolls of Hospital; 18 Muster and Pay Rolls, Hospital; 60 Company Muster Rolls; 180 Company Muster and Pay Rolls; 12 Regimental Returns; 60 Company Monthly Returns; 20 Returns of Men joined Company; 6 Quarterly Regimental Returns of Deceased Soldiers; 30 Quarterly Company Returns of Deceased Soldiers; 2 Annual Returns of Casualties; 40 Descriptive Lists; 100 Non-commissioned Officers' Warrants.

BY COMMAND OF MAJOR GENERAL McCLELLAN :

L. THOMAS,
Adjutant General.

OFFICIAL :

Assistant Adjutant General.